



State Liquor Authority

ANDREW M. CUOMO
Governor

VINCENT G. BRADLEY
Chairman

LILY M. FAN
Commissioner

GREELEY FORD
Commissioner

ADVISORY #2021-22

To: All licensees

Subject: Service of Municipal Notice for Retail Applications

In Advisory 2020-4, the Authority (due to the public health emergency) allowed for the service of the required municipal notice to the applicant's municipality to be made by email provided that: 1) the municipality will accept service of the notice by emails; and 2) the applicant receives a response from the municipality acknowledging that it has received the notice. That Advisory noted that computer generated delivered or received messages would not be sufficient for proof of a response from the municipality.

Advisory 2020-4 included a note that it would be subject to further review by the Members of the Authority. This Advisory replaces Advisory 2020-4. Effective September 1, 2021, applicants for new licenses and licensees located in the City of New York seeking to renew their licenses will no longer be allowed to use the email option for service of the municipal notice. Any notification made on or after September 1, 2021 must be made by either: 1) certified mail, return receipt requested; 2) overnight delivery service with proof of mailing; or 3) personal service upon the offices of the clerk or community board.

This matter was heard and determined by the Members of the Authority at a Special Full Board meeting held on July 28, 2020 before Chairman Vincent Bradley, Commissioner Lily Fan and Commissioner Greeley Ford. The above written advisory was approved by the Members of the Authority on July 28, 2021.

Dated: 7/29/21

Thomas J. Donohue
Secretary to the Authority